

# Uploading Club Chartering Documents in ZSuite

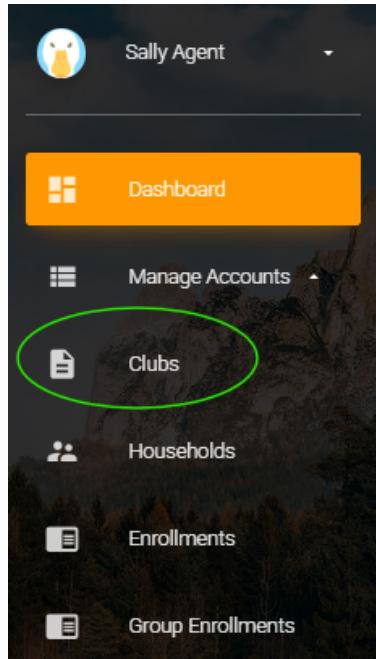
Club chartering documents (charter form, bylaws and AFFACT-662 form) are to be kept in ZSuite. Below are the instructions for where to find the club documents section.

1.) Log in to your ZSuite Account at

<https://4h.zsuite.org/>.



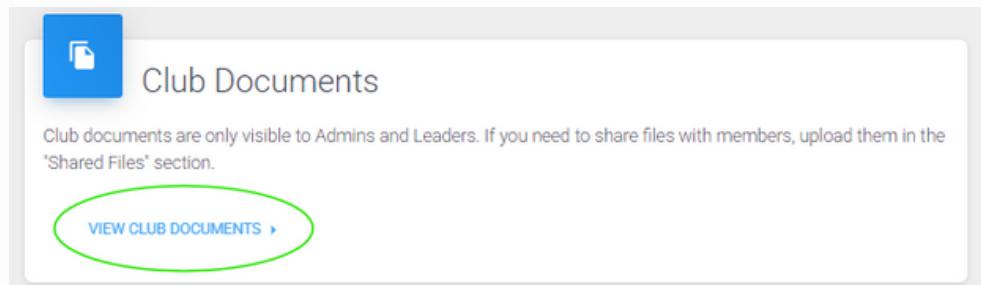
2.) Locate the “Clubs” button on the navigation tool under “Manage Accounts”.



3.) Click on the name of the club you are uploading documents for

A screenshot of the 'Example County Clubs' table. It shows three rows: 'EXAMPLE CLUB' (with 0 members, 0 volunteers, 1 pending member), 'FUN CLUB' (with 0 members, 0 volunteers, 0 pending members), and 'I DO NOT KNOW' (with 1 member, 0 volunteers, 0 pending members). The 'FUN CLUB' row is circled in green.

4.) Click “View Club Documents” under the Club Documents Section



5.) Click “+Club Upload” and select the file you want to upload. You must title the document and click “save”. You can only upload documents one at a time.

